

DoD Privacy Impact Assessment (PIA)

1. Department of Defense (DoD) Component.

United States Air Force (USAF)

2. Name of Information Technology (IT) System.

Automated Civil Engineer System (ACES)

3. Budget System Identification Number (SNAP-IT Initiative Number).

5050

4. System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)).

167

5. IT Investment (Office of Management and Budget (OMB) Circular A-11) Unique Identifier (if applicable).

007-57-01-16-01-5050-00

6. Privacy Act System of Records Notice (SORN) Identifier (if applicable).

A SORN is expected to be published in the Federal Register by 2009.

7. OMB Information Collection Requirement Number (if applicable) and Expiration Date.

Not Applicable.

8. Type of authority to collect information (statutory or otherwise).

10 United States Code (USC) 9832, Property accountability
10 USC 8013, Secretary of the Air Force: powers and duties
Department of Defense Directive 5210.55, Department of Defense Presidential Support Program
Department of Defense Publication 5200-2R, Personnel Security Program
Air Force Instruction (AFI) 33-202V6, Identity Management
Executive Order (EO) 9397 (Social Security Number - SSN)

9. Provide a brief summary or overview of the IT system (activity/purpose, present lifecycle phase, system owner, system boundaries and interconnections, location of system and components, and system backup).

ACES is a family of web-based applications used by the Air Force Civil Engineering (CE) community to manage information in direct support of active Air Force units, the Air National Guard, and Air Force Reserves, at fixed bases, bare bases, and deployed locations during both peace and war time operations. ACES functions as an interoperable, user-friendly system providing accessible information that expedites effective force bed-down and other civil engineer support during normal and contingency operations. ACES provides for resource tracking and critical decision-making in the management of seven CE functional areas. These are Real Property, Housing, Personnel/Readiness, Fire Department, Explosive Ordinance Disposal (EOD), Project Management, and Operations Management. The ACES database resides at three Regional Centers: Montgomery, Alabama (AL); Pearl Harbor, Hawaii (HI); and Ramstein, Germany (GE). ACES data entry and retrieval are done through workstations located at each Base Civil Engineer (BCE) organization (Active, Guard and Reserve), Major Command (MAJCOM) headquarters staff agencies, and the Air Staff.

The ACES program management office is located at Headquarters Air Force Civil Engineer Support Agency (HQ AFCESA/CEOI).

10. Describe what information in identifiable form will be collected and the nature and source of the information (e.g., names, Social Security Numbers, gender, race, other component IT systems, IT systems from agencies outside Department of Defense (DoD), etc.).

The data associated with this PIA are contained in ACES-PR and ACES-HM. All of the V_BOX type items are checkboxes on the AF Form 594 for Basic Allowance for Quarters (BAQ). The information is collected by the Housing Officer from the member.

Database Column Name	Description	Source
SSN	The Social Security Number of the person	Individual /manual entry
DUTY_STATION_PHONE	Duty Station Telephone number	Individual /manual entry
DUTY_LOCATION	Duty Location	Individual /manual entry
SPOUSE_MIL_NAME	Name of spouse if spouse is military	Individual /manual entry
PV_9_NAME	Member's Name	Individual /manual entry
PV_9_SSN	Member's Social Security Number	Individual /manual entry
PV_9_BOS	Member's Branch of Service	Individual /manual entry
PV_9_STATION	Member's Duty Station	Individual /manual entry
PV_6_DIV_DT	Divorce Date	Individual /manual entry
PV_6_LEGAL_DT	Legal Separation Date	Individual /manual entry
V_BOX06	Divorce Decree	Individual /manual entry
V_BOX07	Court Order	Individual /manual entry
V_BOX08	Legal Separation Agreement	Individual /manual entry
V_BOX09	Agreement with Child's Custodian	Individual /manual entry
V_BOX11	In Custody	Individual /manual entry
V_BOX12	Not in Custody	Individual /manual entry
V_BOX13	Single, No Dependents	Individual /manual entry
V_BOX14	Single Claiming Dependents	Individual /manual entry
V_BOX15	Spouse Civilian	Individual /manual entry

V_BOX16	Spouse Military Member	Individual /manual entry
V_BOX25	Divorced	Individual /manual entry
V_BOX26	Legally Separated	Individual /manual entry
HDEP_DEPENDENT_NAME1	Dependent's name	Individual /manual entry
HDEP_RELATIONSHIP1	relationship between dependent and member	Individual /manual entry
HDEP_BIRTH_DT1	Dependent's birth date	Individual /manual entry
HDEP_ADDR1	Dependent's address	Individual /manual entry
HDEP_DEPENDENT_NAME2	Dependent's name	Individual /manual entry
HDEP_RELATIONSHIP2	relationship between dependent and member	Individual /manual entry
HDEP_BIRTH_DT2	Dependent's birth date	Individual /manual entry
HDEP_ADDR2	Dependent's address	Individual /manual entry
HPER_ID	The identifier that represents a Housing Person	Individual /manual entry
ID	The identifier that represents a specific dependent of a Housing Person	Individual /manual entry
LAST_NM	The last name of the dependent	Individual /manual entry
FIRST_NM	The first name of the dependent	Individual /manual entry
MIDDLE_NM	The middle name of the dependent	Individual /manual entry
SUFFIX_NM	The suffix name of the dependent	Individual /manual entry
GENDER	The gender of the dependent	Individual /manual entry
BIRTH_DT	The date of birth of the dependent	Individual /manual entry
RELATIONSHIP	The relationship between the dependent and the sponsor	Individual /manual entry
SSN	The Social Security Number of the dependent	Individual /manual entry
AUTH_DT	The date the individual became authorized as a dependent person	Individual /manual entry
REMARKS	Remarks pertaining to the dependent	Individual /manual entry
SSN	The Social Security Number of the person	Individual /manual entry
FACTERMHIS_SSN	The Social Security Number of a Housing Person	Individual /manual entry
TITLE	The person's title (ex. Mr., Mrs.)	Individual /manual entry
SSAN	U.S. Social Security Number of a person	Individual /manual entry
DELIVERY_LINE	The second to last line in a mailing address. For U.S. mailing addresses, this usually contains the: address number, street name, street suffix, apartment number, and direction	Individual /manual entry
LAST_LINE	LAST line of the mailing address. For U.S. mailing addresses, this is the: City, State, and Zip Code line	Individual /manual entry
PRIMARY_TELEPHONE	Telephone number	Individual /manual entry
ALTERNATE_TELEPHONE_1	Telephone number	Individual /manual entry
PRIMARY_TELEPHONE	Telephone number	Individual /manual entry
EMAIL_ADDRESS	ACES Standard e-mail address domain	Individual /manual entry
ALTERNATE_ID	Contains the value of an alternative (non-SSN) form of personal identification	Individual /manual entry
BIRTH_DT	The person's birth date	Individual /manual entry
MARITAL_STATUS_CD	Represents the marital status code of a person	Individual /manual entry
SEX_CD	Person's gender	Individual /manual entry
DDDS_PERSON_ID	The Defense Data Dictionary System (DDDS) identifier that represents a person	Individual /manual entry

OFFICE_SYMBOL	Identifies the office symbol to which the person belongs	Individual /manual entry
HANDICAP_CD	Indicates whether the person requires handicap equipped facilities	Individual /manual entry
MARRIAGE_DT	The date the person was married	Individual /manual entry
SPECIAL_AGENT	Indicates whether the person is a special agent	Individual /manual entry
BACHELOR_CHAPLAIN	Indicates whether the person is a bachelor or chaplain	Individual /manual entry
SSN	The Social Security Number of the person in the history record	Individual /manual entry
SSAN	Member Social Security Number	Individual /manual entry
SEX_CD	Member's gender	Individual /manual entry
BIRTH_DT	Member's birth date	Individual /manual entry
MARITAL_STATUS_CD	Member's marital status	Individual /manual entry
INTENDED_MARRIAGE_DT	Intended marriage date	Individual /manual entry
MARRIAGE_CERT_DUE_DT	Marriage certificate due date	Individual /manual entry
TERM_HARDSHIP_REASON	Hardship reason for termination	Individual /manual entry
PREGNANCY_DUE_DT	Pregnancy due date	Individual /manual entry
BIRTH_CERT_DUE_DT	Birth certificate due date	Individual /manual entry
ASSIGN_HARDSHIP_REASON	Hardship reason for assignment	Individual /manual entry

11. Describe how the information will be collected (e.g., via the Web, via paper-based collection, etc.).

Information is collected by system users inputting the data into the web-based front-end of ACES.

12. Describe the requirement and why the information in identifiable form is to be collected (e.g., to discharge a statutory mandate, to execute a Component program, etc.).

Data collection is required to:

1. Provide accurate identification of individual to record contingency and ancillary training requirements
2. Accurately assess individual's status when determining deployment suitability
3. Assign Military Family Housing to service members
4. Properly identify Explosive Ordnance Disposal (EOD) individuals capable of performing contingency or civil missions (i.e., protection of the President)

13. Describe how the information in identifiable form will be used (e.g., to verify existing data, etc.).

The information in identifiable form will be used to:

1. Track individual training and deployment readiness status
2. Accurately identify individuals for assignment of military family housing

14. Describe whether the system derives or creates new data about individuals through aggregation.

The system does not create new data about an individual; however, it may determine an individual's capability to perform assigned duties or eligibility for deployment based on the aggregation of training data with the individual's name and SSN.

15. Describe with whom the information in identifiable form will be shared, both within the Component and outside the Component (e.g., other DoD Components, Federal agencies, etc.).

Internal to Air Force: The following civil engineering entities record or have access to this type data:

- Those personnel responsible for entering and tracking civil engineering readiness activities
- The data required to determine the availability and capability of EOD personnel to respond to incidents
- The required data to qualify and assign military members to any military family housing asset they would be eligible for
- The information necessary to report and record labor hours within the individual civil engineering cost center

NOTE: In no instance for the activities above is SSN data displayed. Special rights and roles have been assigned to those individuals who have a requirement to view the data. The data are stored and displayed in encrypted mode. The assignment of the special rights is restricted to those individuals responsible for entering SSN information in the normal duty capacity.

External to Air Force: No information is identifiable out of the component. There is a development effort under way to identify the data to the Defense Readiness Service (DRS) to determine deployment capability in the future.

16. Describe any opportunities individuals will have to object to the collection of information in identifiable form about themselves or to consent to the specific uses of the information in identifiable form. Where consent is to be obtained, describe the process regarding how the individual is to grant consent.

All data related to Privacy Act constraints are provided voluntarily by the individual, who may refuse to provide the data except in those instances where it is required to determine readiness status. The system displays the required Privacy Act statement when Privacy Act data are to be displayed on any form or report

17. Describe any information that is provided to an individual, and the format of such information (Privacy Act Statement, Privacy Advisory) as well as the means of

delivery (e.g., written, electronic, etc.), regarding the determination to collect the information in identifiable form.

A Privacy Act System of Records Notice will be published in the Federal Register with a 30 day public comment period. Forms that collect personal data will contain a Privacy Act Statement, as required by 5 USC 552a(e)(3), allowing the individual to make an informed decision about providing the data or participating in the program. Individuals may raise an objection with the Air Force Privacy Act Office during the comment period, during data collection, or at any time after the program is launched. If no objections are received, consent is presumed.

Air Force Instructions (AFI) 33-332, "Privacy Act Program", <http://www.e-publishing.af.mil>, governs Privacy Act data collections in the Air Force. AFI 33-129, "Web Management and Internet Use", discusses data collection and privacy policies. Air Force civilian employees, military members, and contractors are required to be aware of Privacy Act issues (e.g., via Privacy Act training offered by their Major Command (MAJCOM) / Direct Reporting Unit (DRU) / Field Operating Agency (FOA) / base / Privacy Act website, etc.) to fulfill their duties in handling third party personal data and in learning their Privacy Act rights.

18. Describe the administrative/business, physical, and technical processes and controls adopted to secure, protect, and preserve the confidentiality of the information in identifiable form.

18.1. The PIA is based on proper implementation, validation, and verification of the baseline information assurance controls for CONFIDENTIALITY in accordance with Department of Defense Instruction (DoDI) 8500.2, *Information Assurance (IA) Implementation*. The controls address the administrative, physical, and technical controls required to secure, protect, and preserve the confidentiality of information in identifiable form.

18.2. ACES is a mission assurance category (MAC) II system with a confidentiality level of "Sensitive." ACES is currently operating with an interim authorization to operate (IATO).

Baseline IA controls validated for ACES:

EBBD-2	Boundary Defense
EBPW-1	Public Wide Area Network Connection
EBRP-1	Remote Access for Privileged Functions
EBRU-1	Remote Access for User Functions
ECAD-1	Affiliation Display
ECAR-2	Audit Record Content – Sensitive Systems
ECAT-1	Audit Trail, Monitoring, Analysis, and Reporting
ECCR-1	Encryption for Confidentiality (Data at Rest)
ECCT-1	Encryption for Confidentiality (Data at Transmit)

ECIC-1	Interconnections among DoD Systems and Enclaves
ECLO-1	Logon
ECLP-1	Least Privilege
ECML-1	Marking and Labeling
ECMT-1	Conformance Monitoring and Testing
ECNK-1	Encryption for Need-to-Know
ECRC-1	Resource Control
ECRR-1	Audit Record Retention
ECTC-1	Tempest Controls
ECWM-1	Warning Message
IAAC-1	Account Control
IAGA-1	Group Identification and Authentication
IAIA-1	Individual Identification and Authentication
PRAS-1	Access to Information
PRMP-1	Maintenance Personnel
PRNK-1	Access to Need-to-Know Information
PRTN-1	Information Assurance Training
PECF-1	Access to Computing Facilities
PECS-1	Clearing and Sanitizing
PEDI-1	Data Interception
PEPF-1	Physical Protection of Facilities
PEPS-1	Physical Security Testing
PESP-1	Workplace Security Procedures
PESS-1	Storage
PEVC-1	Visitor Control to Computing Facilities
DCAS-1	Acquisition Standards
DCSR-2	Specified Robustness – Medium

SORN Review: A SORN is expected to be published in the Federal Register by 2009.

19. Identify whether the IT system or collection of information will require a System of Records notice as defined by the Privacy Act of 1974 and as implemented by DoD Directive 5400.11, DoD Privacy Program, May 8, 2007; and DoD 5400.11-R, Department of Defense Privacy Program, May 14, 2007. If so, and a System Notice has been published in the Federal Register, the Privacy Act System of Records Identifier must be listed in question 6 above. If not yet published, state when publication of the Notice will occur.

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20. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. Describe/evaluate further any risks posed by the adopted security measures.

There is a medium probability of unauthorized access to the system. If this is exploited, there is a potential for corruption of data or unauthorized access to Privacy Act data. If exploited, the result would be to revert manual processing procedures to support CE functions. These procedures would be initialized and used until the problem was resolved. This would hamper the daily work effort of the users and cause a potential hardship for individuals whose personal data was compromised.

21. State classification of information/system and whether the PIA should be published or not. If not, provide rationale. If a PIA is planned for publication, state whether it will be published in full or summary form.

Unclassified. This PIA will be published in full.

Privacy Impact Assessment Approval Page for Automated Civil Engineer System (ACES)

Privacy Impact Assessment Approval Page for IT Investment

Preparing Official Name: [REDACTED] Title: ACES/IWIMS Project Manager Organization: HQ AFCESA/CEOI Telephone: [REDACTED] DSN: [REDACTED] Email: [REDACTED] [REDACTED]	Information Assurance Official Name: [REDACTED] Title: Security Analyst Organization: HQ AFCESA/CEOI Telephone: [REDACTED] Email: [REDACTED] [REDACTED]
MAJCOM Privacy Act Official Name: [REDACTED] Title: Privacy Act Monitor Organization: HQ AFCESA/CEBI Telephone: [REDACTED] Email: [REDACTED] [REDACTED]	DOD.AF.AF/A4/7. Pentagon. A7C. AFCESA PFM Name: [REDACTED] Title: Chief, Computer Ops Organization: HQ AFCESA/CEBI Telephone: [REDACTED] Email: [REDACTED] [REDACTED]

HQ Air Force Information Assurance Official

Name: [REDACTED]
Title: Information Assurance Officer
Organization: SAF/XC PPI
Work Telephone Number: [REDACTED]
E-mail: [REDACTED]

(Signature) [REDACTED] (Date) 15 Feb 08

HQ Air Force Privacy Act Officer

Name: [REDACTED]
Title: Air Force Privacy Act Officer
Organization: SAF/XC PPI
Work Telephone Number: [REDACTED]
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(Signature) [REDACTED] (Date) 8 Apr 2008

Reviewing Official

Name: [REDACTED]
Title: Air Force Chief Information Officer
Organization: SAF/XC, Office of Warfighting Integration and Chief Information Officer
Work Telephone Number: [REDACTED]
E-mail: [REDACTED]

(Signature) [REDACTED] (Date) 12 Sep 08

PIA for "ACES"